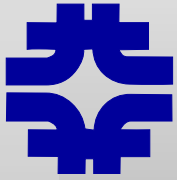


# ***Oracle Project Accounting System Implementation***

## ***Overview***



## *Oracle PA System Implementation: Overview*

### *Project Accounting*

#### *What is it?*

- *A new accounting system for the laboratory*

#### *When will it be implemented?*

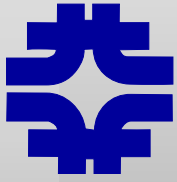
- *April 1, 2003*

# ***Oracle PA System Implementation: Overview***

---

## ***Why are we doing this?***

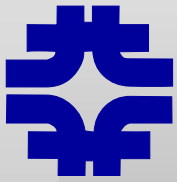
- ***Current accounting system (used for 30 years) was not set up to provide answers to the questions Fermilab managers and project leaders are asked about budget performance and status of individual tasks.***
- ***New projects will no longer be required to invent their own cost tracking system and reports.***
- ***This software is commercial off-the-shelf with minor adaptations. It is known to be highly reliable and is fully supported by the vendor.***



## *Oracle PA System Implementation: Overview*

### *What will change with the new system?*

- *Budget codes will no longer be used. They will be replaced by Project / Task.*
- *Cost elements will be called “Expenditure Types.”  
Instead of CE 41, we will see Material Purchases.*
- *A new piece of information will be added to most transactions – “Expenditure Organization.” This is the organization spending the money.*
- *Reports will change.*
- *There are other “behind the scenes” changes which are extensive but will be seamless to us.*



## *Oracle PA System Implementation: Overview*

### *How will I know what to use in place of a budget code?*

- *Each Project within PPD will have a name and number and its own W.B.S. structure.*
- *In PPD, we will initially have 8 project structures:*
  - 40        PPD Project*
  - 45        CMS Maintenance and Operations Project*
  - 400      CMS Project*
  - 410      CDF Run IIb Project*
  - 420      DZero Run IIb Project*
  - 430      MINOS Project*
  - 440      E907 Project*
  - 450      CDMS Project*

# **Oracle PA System Implementation: Overview**

---

- ***Users' Accounts and Non-Fermilab contributions to Projects within PPD will fall under Accounts Receivable Project Structure 85.***
- ***Each budget code will also translate into a task number.***

***The Mechanical Department budget code EOC has become task 40.06.01. Instead of using budget code EOC on a requisition, specify Project 40 (PPD Project), and then task 40.06.01.***

***However, for CMS budget code PJO, you will specify Project 400 (CMS Project) and the task 7.2.6.***

## ***Oracle PA System Implementation: Overview***

---

- ***The Project 40 “mapping” list is included in the handout for this meeting.***
- ***A temporary website will be available on April 1<sup>st</sup> from the BSS web page to translate budget codes into project/task numbers.***

# Oracle PA System Implementation: Overview

FNAL WKPG to Task Reference - UPG - Microsoft Internet Explorer provided by Fermilab...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print View Source

Address <http://bssIndex1.fnal.gov/project/wpkgtotask.nsf/query?openform&dod> Go Links

---

**FNAL WKPG to Task Reference - UPG** Ver 1.0  
[Instructions](#)

---

Enter a Work Package to look-up the correlating Project/Task information. The results of your query will be displayed in the table below.

**Work Package:**  Enter the Work Package. For example 'XYS' or '4XYS'.

---

<b>Results:</b>	Project Number:	40
	Project Name:	Particle Physics Division
	Task Number:	40.12.2.1
	Task Name:	DZ General Oper
	Travel Code:	3724
	Task Organization:	PPD - D0 OPERATIONS
	Task Description:	4DOD RD-D0-GENERAL OPERATING
Service Type:	OP-FACIL-OPERATIONS	

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Local intranet



# Oracle PA System Implementation: Overview

FNAL WKPG to Task Reference - UPG - Microsoft Internet Explorer provided by Fermilab Busin...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print W

Address <http://bssIndev1.fnal.gov/project/wpkgtotask.nsf/query?openform&PJO> Go Links

## FNAL WKPG to Task Reference - UPG

Ver 1.0  
[Instructions](#)

Enter a Work Package to look-up the correlating Project/Task information. The results of your query will be displayed in the table below.

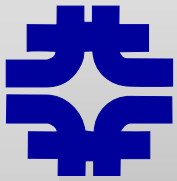
**Work Package:**  Enter the Work Package. For example 'XYS' or '4XYS'.

<b>Results:</b>	Project Number:	400
	Project Name:	CMS
	Task Number:	7.2.6
	Task Name:	Import L7 Schedule i
	Travel Code:	4517
	Task Organization:	PPD - CMS PROJECT (DOE)
	Task Description:	Import L7 Schedule into MS PROJ
	Service Type:	EQ-FACIL-CMS

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[Legal Notice](#)  
[Fermilab Notice to Users](#)

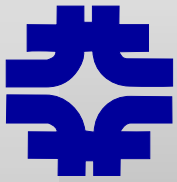
Local intranet



## ***Oracle PA System Implementation: Overview***

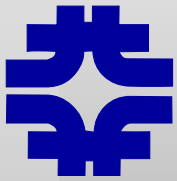
### ***Will there be training on how to use the new system?***

- ***Yes. Training will be provided prior to April 1<sup>st</sup> for those who enter information directly into the system. ie. Req preparers, Approvers, Gatekeepers; Procard holders, Effort Reporting group.***
- ***Information will be forwarded to the PPD administrative staff for distribution to each of the employees in your departments, via your Department Listserv Lists.***
- ***There will be a follow-up meeting with the administrative staff, Procard holders, and Req Preparers after we convert to the new system to address any concerns or issues.***



# ***Oracle Project Accounting System Implementation***

## ***Purchase Requisitions***



## ***Oracle PA System Implementation: Purchase Requisitions***

### ***Purchase Requisition Form***

***To correctly track the cost of the item being purchased, the following information will be required on all requisitions:***

- ***Project Number***
- ***Task Number***
- ***Expenditure type***
- ***Expenditure organization***

***Without this information, the Req Preparer will go back to the Requestor for the data.***

***A copy of the new Req form appears on the next page. FNAL Stockroom # 1335-0200, Rev. \_***



## PURCHASE REQUISITION

## Requisition

Requisition Number (Filled In by System)	Grade Preparer (Filled In by System)	Date	Request Originator:	Extension:
				MS:
Division/Section Approval		Date	NEPA Approval	
Business Office Approval		Date		
Directorate Approval		Date		

## Requisition Header

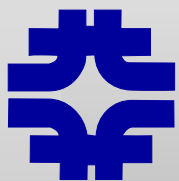
Description (optional requisition)
Note to Approver
Justification (To Approver)

## Requisition Entry Defaults

Requester	Deliver-To-Location (not Mail Station)	Buyer Note (Use attachments) Q.E., Previous PO
Suggested Vendor	Suggested Vendor Site	Suggested Vendor Contact
		Suggested Vendor Telephone #
Reference #	Need-By-Date	Project/Task/Expenditure Type and Expenditure Organization
Note to Receiver		Total of Requisition

## Requisition Lines

Line #	Line Type	PO Line Category	Description (Start with a noun) (240 Characters Maximum, Enter Additional Description in Cell Below Line Item)	Quantity, Unit of Measure and Price	Project Information	Split Coding Qty's
1				Quantity	Project	
				Unit of Measure	Task	
				Price per Unit	Exp. Type	
				Extended Price	Exp. Org.	
			UN Number	Hazard Class		



## Oracle PA System Implementation: *Purchase Requisitions*

### *Expenditure Organization Selection Window*

A screenshot of a software window titled "Organizations" with a close button (X) in the top right corner. Below the title bar is a search field labeled "Find" containing the text "PPD - %". Below the search field is a list box containing the following items: "Organization", "PPD - CDF DEPARTMENT", "PPD - CDF OPERATIONS" (highlighted in blue), "PPD - CDF RUNIIB", "PPD - CDF UPGRADE", "PPD - CMS BASE PROGRAM", "PPD - CMS MAINTENANCE AND OPERATIONS", "PPD - CMS PROJECT (DOE)", "PPD - D0 OPERATIONS", "PPD - D0 RUNIIB", "PPD - D0 UPGRADE", "PPD - DIVISION OFFICE", "PPD - ELECTRICAL ENGINEERING DEPARTMI", and "PPD - EPP - BTEV". At the bottom of the window are three buttons: "Find", "OK", and "Cancel".

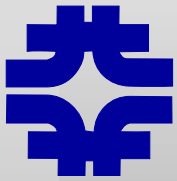
Organizations

Find PPD - %

Organization

- PPD - CDF DEPARTMENT
- PPD - CDF OPERATIONS
- PPD - CDF RUNIIB
- PPD - CDF UPGRADE
- PPD - CMS BASE PROGRAM
- PPD - CMS MAINTENANCE AND OPERATIONS
- PPD - CMS PROJECT (DOE)
- PPD - D0 OPERATIONS
- PPD - D0 RUNIIB
- PPD - D0 UPGRADE
- PPD - DIVISION OFFICE
- PPD - ELECTRICAL ENGINEERING DEPARTMI
- PPD - EPP - BTEV

Find OK Cancel



## ***Oracle PA System Implementation: Stock Transactions and Petty Cash***

***Stock Transactions and Petty Cash Voucher forms have also been revised.***

***Stock Transaction form:***

- Project and Task Numbers***

***Petty Cash Voucher:***

- Project and Task Numbers***
- Expenditure Organization***



## *Oracle PA System Implementation: Stock Transactions*

### **STOCK TRANSACTIONS**

NAME: \_\_\_\_\_ BADGE NO. \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE \_\_\_\_\_

**PROJECT / TASK** \_\_\_\_\_

DELIVERY LOCATION \_\_\_\_\_

STOCK NO.	DESCRIPTION	QTY
-----------	-------------	-----



## PETTY CASH VOUCHER

DATE: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

PURPOSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT / TASK TO BE CHARGED: \_\_\_\_\_  
EXPENDITURE ORGANIZATION \_\_\_\_\_

### REQUESTOR INFORMATION (PLEASE PRINT)

NAME OF THE PERSON \_\_\_\_\_ ID NUMBER \_\_\_\_\_ MAIL STATION-PHONE NUMBER \_\_\_\_\_

SIGNATURE OF PERSON RECEIVING  
CASH REIMBURSEMENT-PLEASE PRESENT  
FERMILAB ID CARD \_\_\_\_\_ ID NUMBER (if different from above) \_\_\_\_\_

### APPROVER INFORMATION (MUST HAVE SIGNATURE AUTHORITY ON PROJECT / TASK)

SIGNATURE OF THE APPROVER \_\_\_\_\_ ID NUMBER \_\_\_\_\_ MAIL STATION-PHONE NUMBER \_\_\_\_\_

### ADDITIONAL APPROVER INFORMATION

PROCUREMENT APPROVAL (SEE POLICY #3) \_\_\_\_\_ ACCOUNTING VERIFICATION \_\_\_\_\_

#### PETTY CASH REIMBURSEMENT POLICIES

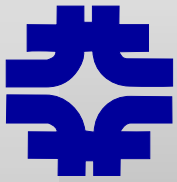
- 1) Supporting documentation (receipt, etc.) must be attached to allow reimbursement.
- 2) Items that are used listed on short orders or ProCard can not be reimbursed through petty cash.
- 3) Request for materials or supplies reimbursement in excess of \$50 requires the prior approval of the Procurement Department.

## ***Oracle PA System Implementation: Forms***

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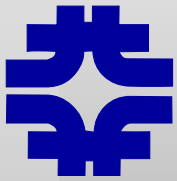
### ***Where can employees find these new forms?***

- ***Various forms are being reprinted in hard copy and will also be available online on April 1<sup>st</sup>.***
- ***The Purchase Requisition will be available on the Procurement web page.***
- ***The Stockroom and Petty Cash payment forms will be online under BSS, Online Services, Requests & Forms, Forms.***



# *Oracle Project Accounting System Implementation*

## *Travel*



## Oracle PA System Implementation: *Travel*

# *Travel Authorization and Expense Voucher*

**FERMI NATIONAL ACCELERATOR LABORATORY  
TRAVEL AUTHORIZATION AND EXPENSE VOUCHER**  
(See Front Page for Procedures Detailing Use of this Form)

Employee ID# \_\_\_\_\_  
Mail Station \_\_\_\_\_  
Phone Extension \_\_\_\_\_

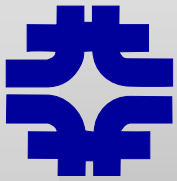
### **TRAVEL AUTHORIZATION**

**Budget Code** \_\_\_\_\_  
Exp. Voucher Preparer \_\_\_\_\_  
Preparer Phone# \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_  
Employee/Traveler Name Division/Section/Department

From \_\_\_\_\_ to \_\_\_\_\_ and return  
Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_ Travel Advance \_\_\_\_\_  
Purpose \_\_\_\_\_

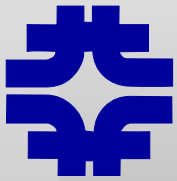
*Partial View of Current Form*



## *Oracle PA System Implementation: Travel*

### *Changes in the Travel Authorization and Expense Voucher form*

- *The Budget Code has been replaced with required fields for Project and Task.*
- *New 4-5 digit Travel Code is REQUIRED.*
  - *Used for direct billing by service providers (Airfare, Limousine, Lodging...)*
- *Expenditure Organization field is optional on the form but will be required by PPD.*
- *List of travel codes will be available after we convert. Each task will have a travel code.*



## Oracle PA System Implementation: *Travel*

# *Travel Authorization and Expense Voucher*

### FERMI NATIONAL ACCELERATOR LABORATORY TRAVEL AUTHORIZATION AND EXPENSE VOUCHER (See Front Page for Procedures Detailing Use of this Form)

Employee ID# \_\_\_\_\_ N  
Visitor ID# \_\_\_\_\_ V  
Mail Station \_\_\_\_\_ Phone Extension \_\_\_\_\_  
Expense Voucher Preparer \_\_\_\_\_  
Mail Station \_\_\_\_\_ Phone Extension \_\_\_\_\_

#### TRAVEL AUTHORIZATION SECTION

**Project Number (Required)** \_\_\_\_\_  
**Task Number (Required)** \_\_\_\_\_  
**Travel Code (Required)** \_\_\_\_\_  
**Expenditure Organization (Optional)** \_\_\_\_\_

\_\_\_\_\_  
Employee/Traveler Name of \_\_\_\_\_  
Division/Section/Department  
From \_\_\_\_\_ to \_\_\_\_\_ and return  
Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_ Travel Advance \_\_\_\_\_  
Purpose \_\_\_\_\_

# FNAL Travel Code Reference - UPG

Ver 1.0  
[Instructions](#)

Enter a Project Number and Task Number to look up the Travel Code. The 'Search' buttons will provide a picklist of available entries. An asterisk (\*) can be used as a wild card in the fields marked with an asterisk.

Submit Request

Reset Form

Project Number \*

Search

Reset

Name:

Search

Reset

Task Number \*

Search

Reset

Name:

Search

Reset

Enter a Travel Code to return the corresponding Project and Task information.

Travel Code

Results:

Travel Code:

1929 - CHARGEABLE

Project Number/Name:

85 - ACCOUNTS RECEIVABLE

Task Number/Name:

85.1.1.53 - Neutron Therapy

Task Organization:

NON-USERS MISC. ACCTS. RECEIVABLE

Task Description:

Neutron Therapy

Service Type Code:

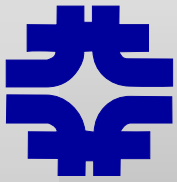
AR-EXEMPT

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# *Oracle Project Accounting System Implementation*

## ***Effort Reporting***



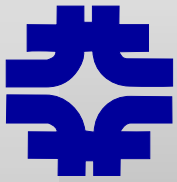
# Oracle PA System Implementation: Effort Reporting

DIVISION/ SECTION:								
MONTH EFFORT INCURRED:								
CONTACT:		SUPPLIED BY PROJECT						
FNAL EMPLOYEE NUMBER	FNAL EMPLOYEE NAME	Transfer To Project#	Transfer To Task#	Transfer From Project#	Transfer From Task#	REGULAR HOURS "W" ONLY	% OF REGULAR TIME WORKED "M" ONLY	PROJECT/TASK (Required)
14345N	John Doe	400				15		400/CMS/ECal
14345N	John Doe	410				20		410/CDF RunIIB/Modules
14345N	John Doe	420				20		420/DZero RunIIB/Layer 0 Cables
14345N	John Doe	40				15		40/PPD/Accel Operations
14345N	John Doe	40				10		40/BTeV
14345N	John Doe	40				10		40/CKM
14345N	John Doe	200				10		200/NUMI/Target Hall
THE FOLLOWING WILL BE AVAILABLE TO ALL EMPLOYEES EFFORT REPORTING IN PPD:								
PICK FROM THE LIST BELOW								
Chargeable DOE Approved Projects				PPD Project #40 Reportable Activities				
Project #	Project			Project #	Task			
400	CMS			40	ACCELERATOR OPS SUP'T			
410	CDF RUNIIB			40	BTeV			
420	DZERO RUNIIB			40	CDF RUN IIA			
430	MINOS			40	CDMS			
440	E907			40	CKM			
200	NUMI			40	DZERO RUN IIA			
				40	FACILITY / DEPT SUPPORT			
				40	KTeV			
				40	LINEAR COLLIDER			
				40	MINIBOONE			
	*** If working on approved projects			40	MUON COLLIDER			
	not listed above, please specify			40	NASA/GLAST			
				40	NICADD			
				40	PIERRE AUGER			

*Oracle PA System Implementation:*  
***Web Queries and Online Reports***

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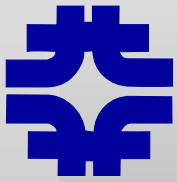
***Web Queries and Online  
Reports Menu***



## ***Oracle PA System Implementation: Web Queries and Online Reports***

### ***Web Queries***

- ***Provide “real time” access to Oracle Financial Systems information via the web***
- ***Easy to use tools, with standardized “look and feel”***
  - ***Requisition Query***
  - ***Purchase Order Query***
  - ***Task Summary Report by Expenditure (ACT060)***
  - ***Task Transaction Detail (ACT070)***
  - ***Work Package to Project and Task Reference***
  - ***Travel Code Lookup***
  - ***Property Query***
- ***Accessible to all on-site personnel***



# *Oracle PA System Implementation: Web Queries and Online Reports*

## *Web Queries*

### *Why were they changed?*

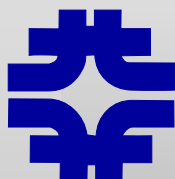
- *Redevelopment was required to allow operation with PA system*
- *Customer feedback and suggestions were incorporated*
- *Able to provide more features*

## FNAL Requisition Query - TRN

Ver 1.0  
[Instructions](#)

If you experience problems with the Report Viewer that is automatically loaded, select a viewer in the following field to use to open the report. All reports are designed to display in the ActiveX, Java or DHTML w/Frames viewers, but others are available. Selected viewer:  [Help](#)

Enter a Req Number:	<input type="text" value="111785"/>	<input type="text" value="n(s)"/>	<input type="button" value="Reset Form"/>
<p>Enter a Req Number above or enter your selection criteria in the column below. Use multiple values to refine your query. An asterisk (*) can be used as a wild card in the fields marked with an asterisk.</p> <p>Lookup values for your query using the functions in the column below. These are not included in the query.</p>			
Entry Date (From/On - To)	<p>From: <input type="text"/> <input type="button" value="Calendar"/></p> <p>To: <input type="text"/> <input type="button" value="Calendar"/> Format: DD-MMM-YYYY</p>		
Req Preparer's ID	<input type="text"/> Example: 12345N (N=Employee, C=Contractor, V=Visitor)	First Name: <input type="text"/>	Last Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
Req Originator's ID	<input type="text"/> Example: 12345N (N=Employee, C=Contractor, V=Visitor)	First Name: <input type="text"/>	Last Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
Awaiting Person's ID	<input type="text"/> Example: 12345N (N=Employee, C=Contractor, V=Visitor)	First Name: <input type="text"/>	Last Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
Approval Status	<input type="text" value="ALL"/> <input type="button" value="Limit the results to reqs. with this status"/>		
Project Number *	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	Name: <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
Task Number *	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	Name: <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>



# FNAL Requisition Report

<b>Requisition No.</b> 111785	<b>Prepared By</b> HICKEY, SHERRY	<b>Date Entered</b> 3/30/98	<b>Request Originator</b> SIZEMORE, BARBARA
----------------------------------	--------------------------------------	--------------------------------	--

<b>Approval Status</b> APPROVED	<b>Awaiting</b>
------------------------------------	-----------------

**Description of Entire Requisition**  
PARTS FOR THE 4411 INSTRON UNIVERSAL TESTING MACHINE

**Note to Approver**

<b>Deliver To Person</b> SIZEMORE, BARBARA	<b>Deliver to Location</b> 36 NEUQUA	<b>Note to Buyer</b> SEE NOTES
---	---	-----------------------------------

<b>Suggested Vendor</b>	<b>Suggested Vendor Site</b>	<b>Suggested Vendor Contact</b>	<b>Suggested Vendor Phone</b>
-------------------------	------------------------------	---------------------------------	-------------------------------

<b>Reference #</b>	<b>Need By Date</b> 15-Apr-98
--------------------	----------------------------------

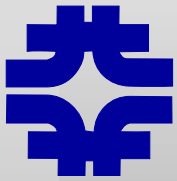
**Note To Receiver**

**Justification (To Approver)**  
PARTS REQUIRED BY TESTING MACHINE TO COVER THE RANGE OF MATERIALS WE HAVE COMING INTO THE LAB. OUR CURRENT EQUIPMENT DOES NOT HAVE THE SENSITIVITY TO COVER THIS RANGE.

**Total of Requisition**  
\$ 12,610.00

**Requisition Lines**

Line#	Description/Category	Qty	U/M	Unit Price	Ext. Price	Work Pkg-CE	PO Number Buyer/Ext.
1-1	#2702-108 SERRATED GROUND 25MMX25MM JAW FACES LABORATORY SUPPLIES  <b>Project</b> Technical Division , <b>Task</b> Div Admin EQ , <b>Task Number</b> 30.1.1.5 <b>Exp. Org</b> TD - HEADQUARTERS DEPARTMENT, <b>Exp. Type</b> MATERIAL PURCHASES <b>Service Type</b> EQ-FACIL	1.00	SET	\$ 460.00	\$ 460.00	6AC G-41	<a href="#">510295</a> <a href="#">MACK</a> 4183
2-6	#2630-108 EXTENSOMETER 1" GL &+ 10%+10%	1.00	EACH	\$ 2,610.00	\$ 2,610.00	6AC G-41	<a href="#">510295</a> <a href="#">MACK</a>



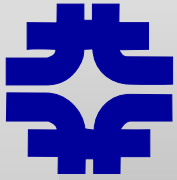
## ***Oracle PA System Implementation: Web Queries and Online Reports***

### ***Whether you run Web Queries or Online Reports***

- ***Go to the Business Services Section website  
Online Services tab  
Business and Financial information***

***<http://www-bss.fnal.gov/apps.html>***

***AVAILABLE APRIL 1<sup>st</sup> 2003***



## ***Oracle PA System Implementation: Overview***

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***To find out more about the new  
Accounting System, go to the PA  
implementation website:***

***<http://www-bss.fnal.gov/project>***

***Or ask: The PPD Financial Staff***



# ***Oracle PA System Implementation: Overview***

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- ***For financial questions, see the following PPD staff for your Project:***
- ***40 PPD Project Ellie Arroyo or Colleen Yoshikawa***
- ***45 CMS Sherie Landrud***
- ***400 CMS Sherie Landrud***
- ***410 CDF Run IIb Dale Knapp***
- ***420 D0 Run IIb Rissa Amorn-Vichet***
- ***430 Minos Ann Nestander***
- ***440 E907 Ellie Arroyo or Colleen Yoshikawa***
- ***450 CDMS Ellie Arroyo or Colleen Yoshikawa***
  
- ***For questions related to travel or training issues, contact Elaine Phillips.***

# ***Oracle PA System Implementation: Overview***

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***Thank you for coming today!***